

JOB DESCRIPTION
ADMINISTRATIVE CLERK (RECORDS)

Department: Police

Immediate Supervisor: Department Supervisor

JOB QUALIFICATIONS:

Education: Any combination of training and experience equivalent to graduation from a standard high school, including or supplemented by a course in typing.

Experience: Satisfactory work history in an administrative support capacity.

Scope of Work: Employees in this class are responsible for routine typing from drafts, rough notes or dictating machines and for the performance of other clerical assignments. Detailed instructions are given at the beginning of work and on subsequent new assignments; however, after employees become familiar with particular procedures they may work with some independence on more routine aspects of the work. Work with various filing systems, including computer based systems, is required. Facilitate the flow of information from the supervisor and other employees in the division. The specific requirements of each division will determine what tasks require the greater emphasis. This class also includes employees whose major duties involve answering a telephone switchboard, routing calls and giving information.

Knowledge and Skills: Good knowledge of business English and arithmetic. Some knowledge of office practices and procedures. Skill in operation of common office machines, including computers and associated software packages. Ability to make simple computations and tabulations with accuracy. Ability to understand and follow oral and written instructions. Ability to learn assigned tasks readily. Ability to write legibly. Ability to deal tactfully with the public.

MAJOR JOB TASKS: *(All duties listed may not be found in each position, nor does the list necessarily include all tasks that may be assigned to positions in this class.)*

1. Waits on public, as may be required.
2. Complying with court orders relating to official records, such as providing reports or the sealing or expunging of records.
3. Operates a variety of standard office machines incidental to clerical assignment.
4. Review work product from various members of the Police Department and making required code amendments to complete State and Federal reporting.
5. Submits data to State, Federal and other local agencies.
6. General clerical duties and tasks, as assigned.
7. Does related work or other duties, as required by the work section and determined by the supervisor.
8. Provide reports to involved parties in incidents and offenses.
9. Compiles statistics from various sources both internal and external to the department.
10. Acts as receptionist, answering phones and receiving visitors to the work section.

OTHER REQUIREMENTS

1. Maintain a valid Alabama driver's license to drive CC vehicles.
2. Position subject to random drug testing.
3. Must be able to sit for prolonged periods of time
4. Must be able to lift large file boxes, including above head height.